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DD/S&T# 999-72

31 March 1972

**MEMORANDUM FOR:** Executive Director-Comptroller

**SUBJECT:** DDS&T Comments as Requested on Ref. A.

**REFERENCE:**

- A. ExDir Memo (undated), "Archives, History, and Records"
- B. 17 Mar '72 Memo for Record, "ExDir-Compt's Meeting with Deputies, 8 March 1972," para. 3.

1. Annual Reports - I do not believe the annual Program Call--an extremely complex procedure and lengthy document--should be further complicated by appending the annual reports. I understand that you want an evaluation of the past year in order to put the future program in better perspective. But I would suggest that we prepare the annual reports one to two months ahead of the deadline for the Call. As you know, the deadline for the draft Call this year is 1 April, and it discusses not the oncoming fiscal year's program, but the one following (i.e. 1974). I would suggest that annual reports cover a period of, say, mid-February to mid-February. This would give the Directorate the advantage of reviewing the accomplishments etc. of the previous 12 months just prior to considering its draft program for two years hence in detail, that is, prior to the 1 April submission to PPB. Both the workload and the documents would then be more manageable.

2. Archives - I would suggest that the annual reports may not be the easiest way of indexing the archival documents. I feel that papers should logically be tabbed for archives at the time of receipt or production, under carefully coordinated criteria, and suggest that other means than the annual report, such as ADP, would facilitate maintenance of such an index.

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3. Histories - A number of DDS&T's programs are sufficiently large to span a period of many years. I am not sure that the annual report would suffice the historian in compiling the history. The point in time when the writing of the history of such a program should be started will depend on the appropriate milestone. In the case of the OXCART, for example, the milestone was the decision to phase out the program and send the aircraft to storage. The history covers some 12 years.

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for  
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